BOARD OF EDUCATION
Pam Costa, President
Saul Hernandez, Vice President
Michael McKibbin, Ed. D., Clerk
Greg Paulo, Member
Lucinda Luttgen, Member

ADMINISTRATION
Kent Kern, Superintendent of Schools
Donna O'Neil, Ed. D., Associate Superintendent, Schools and Student Support
Kent Stephens, Chief Financial Officer
Linda C.T. Simlick, J.D., General Counsel
Paul Oropallo, Acting Assistant Superintendent, Human Resources
Debra Calvin, Ed. D., Assistant Superintendent, Educational Services
Sue Hulsey, Acting Assistant Superintendent, Elementary Education
Rick Messer, Assistant Superintendent, Secondary Education
Trent J. Allen, Senior Director, Community Relations
Frank Camarda, Senior Director, Facilities, Maintenance, and Transportation
Carl Fahle, Senior Director, Technology
Jim Shoemake, Senior Director, Labor and Employee Relations

ENCINA'S ADMINISTRATION
Richard Judge, Principal
Heidi Garner, Vice Principal
David Levis, Vice Principal
Michele Speed, Vice Principal

San Juan
Unified School District
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ENCINA PREPARATORY (6-12) HIGH SCHOOL

VISION STATEMENT
All Encina graduates will be academically qualified and intellectually prepared to succeed at a four-year university.

MISSION STATEMENT
The Mission of Encina Preparatory School is to design and deliver an excellent education program which is guided by the Encina Core Values.

CURRICULUM AND INSTRUCTION
To improve student achievement by ensuring all teachers are highly skilled in the intentional use of highly effective, research based instructional practices.

COORDINATED STUDENT SERVICES
To provide students the support and resources they need to be successful Encina Graduates.

ADVOCACY
To support student goals for high school graduation, entrance to college, or entrance into the workplace through meaningful relationships between teachers, students, and their families.

GOVERNANCE
To create a sustainable, shared governance system that enables staff to execute at high levels --- the core purpose of the school.

SCHOOL POLICIES
To create a safe and non-disruptive environment in which students can learn and achieve.
EXPECTED STUDENT LEARNING RESULTS (ESLRS)

Effective Communicators Who
- Achieve language proficiency in speaking, reading, listening, and writing English.
- Access and evaluate information using a variety of means.
- Articulate ideas to diverse audiences.
- Collaborate successfully in a team environment while respecting and embracing individual differences.

Critical Thinkers Who
- Identify, organize, analyze, interpret and evaluate information.
- Use and apply information and available resources to new situations.
- Ask questions about their world and know where to seek answers.
- Transfer academic concepts and skills to real world situations.

World Citizens And Active Community Members Who
- Demonstrate respect for and understanding of diverse cultures.
- Demonstrate an appreciation for multiple views and opinions.
- Demonstrate skills in resolving conflicts.
- Participate ethically and morally as active citizens in the local and global community.

Career Oriented Students Who
- Understand the connection between academic curriculum and real-life application.
- Demonstrate the skills and knowledge necessary to access career opportunities.
- Understand the importance of a healthy, active lifestyle.
- Make appropriate decisions based on personal ethics and core values.

Technologically Competent Students Who
- Apply appropriate technology to facilitate and enhance knowledge and skills
ENCINA PREPARATORY (6-12) HIGH SCHOOL TELEPHONE LIST
(916) 971-7538

ATHLETIC DIRECTOR ................................................................. (916) 971-5813

ATTENDANCE OFFICE ............................................................... (916) 971-7550
Rachel Herrera, Senior Records & Reports Clerk

COMMUNITY PARENT LIAISON AND FAMILY RESOURCE CENTER ...... (916) 971-5844
Barry Roth
Heddy Crowder

COUNSELING OFFICE ................................................................. (916) 971-7547
Beth Hein, Counselor
Eliseo Millan, Counselor
Bianca Soriano, Counselor
Carmen Bohannon, Secretary

FAX MACHINES
Main Office ................................................................. (916) 971-7555
Counseling Office ................................................................. (916) 971-5808
Registrar (Request for Transcripts) ................................................................. (916) 971-5882

FINANCIAL OFFICE ................................................................. (916) 971-5887
Larisa Peterson, Controller

FOOD SERVICES/KITCHEN ................................................................. (916) 971-7594
Deborah Butler, Supervisor

LIBRARY ......................................................................................... (916) 971-7562
Marsha Lucas, Librarian
Jason Olthoff, Textbook Clerk

PRINCIPAL’S OFFICE ................................................................. (916) 971-5839
Richard Judge, Principal
Nicole LoBese, Secretary

REGISTRAR (Request for Transcripts) ................................................................. (916) 971-7551
Laura Mejia-Lopez

RECEPTION ......................................................................................... (916) 971-5802
Mayra Hernandez

SCHOOL COMMUNITY WORKER ........................................... (916) 979-8879 or (916) 979-8024
Melanie Barbeau

TRANSPORTATION (SJUSD) ................................................................. (916) 971-7076

VICE PRINCIPAL’S OFFICE ................................................................. (916) 971-7544
Heidi Garner, Vice Principal
David Levis, Vice Principal
Michele Speed, Vice Principal
Kevin Parker, School & Community Intervention Specialist
Leslie Perez, Secretary
### REGULAR SCHEDULE (All classes, all day)

<table>
<thead>
<tr>
<th>Period</th>
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<tbody>
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<tr>
<td>7</td>
<td>2:18PM</td>
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### BLOCK SCHEDULE (Odd classes; Even classes + 3rd (Adv))

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### MINIMUM DAY SCHEDULE - No 3rd (No Advocacy)

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### FINALS SCHEDULE - Odd classes only; Even classes only; No 3rd (No Advocacy)

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<tr>
<td>Lunch A</td>
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<tr>
<td>5/4</td>
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### 3rd Period (ADVOCACY) ONLY SCHEDULE - Minimum Day (No other classes)

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**Extended day period; NOT part of the regular Instructional day**

**NOTE:** This list does not include the testing schedule to be used in the Spring. Those will be published separately.
### Copy of Daily Calendar for 2015-16 v 8-15-2015 (XLT)

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<th>WEDNESDAY</th>
<th>THURSDAY</th>
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<tr>
<td>17</td>
<td>Regular</td>
<td>18 Odd Block</td>
<td>19 Even Block</td>
<td>20 Regular</td>
</tr>
<tr>
<td>24</td>
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<td>25 Odd Block</td>
<td>26 Even Block</td>
<td>27 Min Day (Adv Only)</td>
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<td>3 Odd Block</td>
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<tr>
<td>7</td>
<td>NO SCHOOL</td>
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<td>9 Even Block</td>
<td>10 Regular</td>
</tr>
<tr>
<td>14</td>
<td>Regular</td>
<td>15 Odd Block</td>
<td>16 Even Block</td>
<td>17 Min Day (Adv Only)</td>
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<td>21</td>
<td>Regular</td>
<td>22 Odd Block</td>
<td>23 Even Block</td>
<td>24 Regular</td>
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<tr>
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<td>Regular</td>
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<td>16</td>
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<td>17 Odd Block</td>
<td>18 Even Block</td>
<td>19 Regular</td>
</tr>
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</table>

**Thanksgiving Holiday: November 23 - 27**

| 30 | Regular | 1 Odd Block | 2 Even Block | 3 Regular |
| 7  | Regular | 8 Odd Block | 9 Even Block | 10 Min Day (Adv Only) |
| 14 | Regular | 15 Odd Block | 16 Even Block | 17 Odd Finals |

**Winter Break: December 21 - January 4**

| 4  | NO SCHOOL | 5 Teacher Work Day | 6 Regular | 7 Regular | 8 Regular |
| 11 | Regular | 12 Odd Block | 13 Even Block | 14 Min Day (Adv Only) | 15 Regular |
| 18 | NO SCHOOL | 19 Odd Block | 20 Even Block | 21 Regular | 22 Regular |
| 25 | Regular | 26 Odd Block | 27 Even Block | 28 Regular | 29 Regular |
| 1  | Regular | 2 Odd Block | 3 Even Block | 4 Min Day (Adv Only) | 5 Regular |
| 8  | Regular | 9 Odd Block | 10 Even Block | 11 Regular | 12 Regular |

**Presidents' Week: February 16-19**

| 22 | Regular | 23 Odd Block | 24 Even Block | 25 Regular |
| 29 | Regular | 1 Odd Block | 2 Even Block | 3 Regular |
| 7  | Regular | 8 Odd Block | 9 Even Block | 10 Min Day (Adv Only) |
| 14 | Regular | 15 Odd Block | 16 Even Block | 17 Regular |

**Spring Break: March 20-March 26**

| 28 | Regular | 29 Odd Block | 30 Even Block | 31 Min Day (Adv Only) |
| 4  | Regular | 5 Odd Block | 6 Even Block | 7 Odd Block |
| 11 | Regular | 12 Odd Blk (ext Adv) | 13 Even Blk (ext Adv) | 14 Min Day (Adv Only) |
| 18 | Regular | 19 Odd Blk (ext Adv) | 20 Even Blk (ext Adv) | 21 Regular |
| 25 | Regular | 26 Odd Blk (ext Adv) | 27 Even Blk (ext Adv) | 28 Regular |
| 2  | Regular | 3 Odd Blk (ext Adv) | 4 Even Blk (ext Adv) | 5 Regular |
| 9  | Regular | 10 Odd Block | 11 Even Block | 12 Min Day (Adv Only) |
| 16 | Regular | 17 Odd Block | 18 Even Block | 19 Regular |
| 23 | Regular | 24 Odd Block | 25 Even Block | 26 Regular |

| 30 | NO SCHOOL | 31 Odd Finals | 1 Even Finals | 2 Min Day (Adv Only) |

**Start/End Times**
- Regular: 8:00AM-3:11PM
- Odd/Even Block: 8:00AM-2:07PM
- Odd/Even Blk (ext Adv): 8:00AM-2:07PM
- Minimum Day: 8:00AM-12:35PM
- Odd/Even Finals: 8:00AM-1:10PM
- Min Day (Adv Only): 8:00AM-12:35PM

**Number of Days**
- Regular: 80
- Odd/Even Block: 64
- Odd/Even Blk (ext Adv): 8
- Minimum Day: 0
- Odd/Even Finals: 4
- Min Day (Adv Only): 14
- Total Inst Days: 180
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<th>Holidays</th>
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<tbody>
<tr>
<td>September 7, Labor Day</td>
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<tr>
<td>November 11, Veterans' Day</td>
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<tr>
<td>November 26, Thanksgiving Day</td>
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<tr>
<td>November 27, Local Holiday</td>
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<tr>
<td>December 25, Christmas Day</td>
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<tr>
<td>December 28, 29, 30, 31 Winter Break</td>
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<td>January 1, New Year's Day</td>
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<td>January 18, Martin Luther King, Jr. Day</td>
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<tr>
<td>February 15, Presidents' Day</td>
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<tr>
<td>February 16, Lincoln's Day Observed</td>
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<tr>
<td>March 25, Local Holiday</td>
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<td>May 30, Memorial Day</td>
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<table>
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<th>Student First/Last Day</th>
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<thead>
<tr>
<th>Non-Instructional Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 11 - Staff Development Day</td>
</tr>
<tr>
<td>August 12 - Teacher Work Day</td>
</tr>
<tr>
<td>November 6 - Elementary Teacher Work Day</td>
</tr>
<tr>
<td>January 5 - Secondary Teacher Work Day</td>
</tr>
<tr>
<td>Plus 2 Staff Development Days</td>
</tr>
<tr>
<td>(Legislative - Non ADA): as determined by site</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Days</th>
<th>Non-Instructional Days*</th>
<th>Total Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>180</td>
<td>180</td>
<td>185</td>
</tr>
</tbody>
</table>

Semester Dates - Secondary (MS & HS)
- August 13 - January 5 (85 days)
- January 6 - June 2 (95 days)

Trimester Dates (Elem & K-8)
- August 13 - November 6 (12 Weeks)
- November 9 - March 4 (12 Weeks)
- March 7 - June 2 (12 Weeks)
ATTENDANCE

Regular daily attendance is an essential component to success in school. Parents and guardians should contact the Vice Principals’ secretary to receive their Zangle access information.

- Parents and guardians may track their child’s attendance at https://sis.sanjuan.edu/parentconnect.
- Students may also check on their own attendance at https://sis.sanjuan.edu/studentconnect.

TO REPORT AN ABSENCE
On those occasions when an absence may occur, please follow these guidelines.

- Clear the absence within 5 school days by note or phone call from the parent or guardian.
  - The 24-hour Attendance Line is 971-7550.
- The note or message should include:
  - The Student's name and ID number
  - The date or dates of absence
  - The reason for absence
  - Your name and relationship to student
  - A contact phone number

EXCUSED ABSENCES
Per the California Education Code only the following absences are considered excused.

- Illness (up to 5 days or the period equivalent for illness unverified by a physician)
- Quarantine under the direction of a county or city health officer
- Medical, dental, optometry, or chiropractic services rendered. (A medical note from the doctor is requested.)
- Funeral — One day is excused for funeral services within California; three days are excused for services out of state. This excused absence is for services for immediate family members only. Immediate family includes parent, step-parent, grandparent, sibling (including step-sibling), and any relative residing in the house.
- Court appearance (visual documentation request)
- Observance of a holiday or ceremony of the student's religion

UNEXCUSED ABSENCES
- Missed the bus
- Out of town
- Family Vacation
- Any illness other than the student’s illness
- Accompany parent to a parent's appointment

EARLY DISMISSALS
- Any student leaving school before the end of their instructional day must obtain a signed, authorized early dismissal slip from the Attendance Office prior to leaving campus.
- Early dismissal may be obtained either by note or phone call from the student’s parent or guardian. The note or phone call must be submitted to the Attendance Office prior to the issuance of the early dismissal.
- After-the-fact parent permission is not legally permissible. It is unlawful for anyone to take a student from school during the school day without permission.

Please Note: Any attempts to use false pretenses as a means to clear or correct absences or obtain early dismissals will subject the student to disciplinary action.
TARDY
Students who are tardy (30 minutes or less) should go directly to class when they arrive.
Students who are tardy (30 minutes or more) should go directly to the Attendance Office when they arrive.

TARDY POLICY
Students are to be inside the classroom when the last bell has rung. Excused tardies are those accompanied by a valid school pass. A student entering class after 30 minutes without a pass is considered absent and may be subject to truancy sanctions. Unexcused tardies are counted cumulatively for each 2-term grading period (August – December and January – June).

TARDY SWEEPS
Sweeps will be conducted in between periods after the tardy bell has rung.
A student is considered tardy if they are not inside the classroom door when the final bell rings.

When there are tardy sweeps, students who are tardy must serve a two (2) hour detention the same day as the tardy. This does not include students who have a pass or note.

DETENTION
Detention is assigned to students who fail to comply with the Encina Preparatory High School tardy and truancy policies. If student does not serve after school detention for being tardy, student will be suspended for the following day.

TRUANCIES
Truancy is considered any absence for one or more periods, or a partial period, without permission of the school, parent(s) or guardian(s). Students who accrue truancies are subject to various sanctions and stipulations per the School and District’s attendance policies.

- Seniors who accumulate 42 or more periods of truancy during the school year will NOT be allowed to participate in the graduation ceremony.
- Seniors who accumulate 42 or more periods of truancy during the school year will be placed on social probation for the remainder of the school year.
- Seniors enrolled after the 1st semester and mid-year graduates will not participate in the graduation ceremony if they accumulate 24 or more periods of truancy.

ERRORS IN ATTENDANCE
If a student, parent, or guardian notices an error to the attendance record, the student should immediately:
1. Get a correction form from the Attendance Office.
2. Have the teacher complete the correction form.
3. Turn the correction form in to the Attendance Office.

CLOSED CAMPUS
Encina students are to remain on campus once they have arrived to school. Once on campus, if a student wishes to leave prior to the end of their scheduled day, they must obtain a signed and authorized early dismissal from the Attendance Office.

Students who leave campus without a valid early dismissal will be regarded as committing a closed-campus violation and will be subject to the appropriate disciplinary action.
**HOMEWORK REQUESTS FOR EXCUSED ABSENCES**
When a student will be absent for 5 or more days, the student or parent may request homework by calling the Reception at 971-5802. Homework may be pick-up during office hours from 7:30a.m. -4:00p.m. Completed homework may be returned to the Reception Desk.

**INDEPENDENT STUDY**
If a student will be out of school for five or more days, parents need to contact the Vice Principal's Office to inquire about an independent study contract. *However, an independent study contract is a privilege, not a right.*
**Dress Code**

The dress code is established to promote a positive, psychologically safe, and appropriate learning environment. Extremes in dress or clothing regarded as a distraction from the learning environment are not permitted. Clothing will promote physical and psychological safety.

If an administrator, teacher, or staff member advises the student that he or she is inappropriately dressed, the student will not argue. The student will immediately go to the Vice Principals’ office to change or get loaner clothing. The Vice Principals will assign the appropriate consequence.

*Senate Bill 310 requires that school districts allow students to wear sun-safe clothing to include hats, while outdoors at school. Ed Code and this bill allow each school site to set dress code policies.*

**Prohibited Clothing and Accessories**
- Clothing, accessories or backpacks with pictures or messages that promote or symbolize the use of drugs, alcoholic beverages, or tobacco
- Clothing that has messages that are sexually suggestive, vulgar or promote threats or violence
- Clothing or accessories considered by school officials or law enforcement to denote gang affiliation, cult affiliation, satanic reference, or any profane or racially offensive item.
- Pajamas or sleep wear.

**Specific Clothing Restrictions**
- Sagging is not permitted.
- Underwear may not be exposed.
- The torso must be covered — bare midriffs, backs, or cleavage must not be exposed.
- Strapless or spaghetti strap tops, muscle shirts, tank tops, tube tops, or any excessively revealing clothing is not permitted. This includes backless tops and see-through clothing.
- Skirts, shorts and cut-offs must not be shorter than arms straight at side resting fingertips.
- Swim suits and running shorts are not permitted.
- Shoes must be worn at all times; house slippers are prohibited.

**Specific Accessory Restrictions**
- Bandanas of any color, hairnets, do-rags and wave caps are prohibited.
- Chains and spiked jewelry of any type are prohibited.
- Hats are not to be worn indoors.
- Belts may not hang from the waist.
ADDITIONAL RESTRICTIONS
In addition to the San Juan Unified School District’s dress code, Encina Preparatory High School restricts the following:

- Solid Red and Solid Blue T-shirts/sweatshirts/hats/etc. (include Predominately Red / Predominately Blue) are not allowed. Red and Blue are known gang colors. Students wearing predominately red/blue garments are assumed to be sending signals that they are or may be gang-affiliated or gang-associated. Therefore, these garments are prohibited.

- Shirts, jackets, pants, backpacks, hats, binders, papers, etc., with printing of “Old English” lettering or any letters resembling it and any gang-related names —— “RIP”, “In Memory of . . .” are not allowed.

- Individuals identified by the administration and Sheriff department as associated with gangs may have additional dress code restrictions.

- Sun glasses are prohibited in classrooms or offices.
ELECTRONIC DEVICES

- Cell phones, iPod, etc. are allowed to be used by students ONLY before and after school, during breaks and at lunch.
- Cell phones, iPod, etc. are not to be used by students in the classroom without the expressed permission from the teacher each and every time and for educational purposes only.
- Cell phones, iPod, etc. are to be on silent mode or turned completely off (not just to vibrate mode) while in the classroom.
- Cell phones, iPods, etc. are NOT to be charged using any school computer or classroom outlet.

If a student violates these rules, the students will receive one warning prior to teacher confiscation for the remainder of that class period. The device will be locked up by the teacher.

If a student refuses to give his/her electronic device to a teacher (or any staff member) when asked, the student will be referred to the Vice Principals' Office where the phone will be confiscated for the remainder of the day. The device will be locked up by the VP Secretary.

Chronic electronic violations will result in a parent or guardian having to retrieve the device either before or after school.

Encina and its staff are not responsible for any lost, broken, or stolen personal electronic devices.

COMPUTERS

COMPUTER USAGE FORM
You agree to follow the directions of teachers and school staff, rules of the school, school district, and rules of any computer network you access. You must be considerate and respectful of other users.

Use of school computers and access to the Internet is a privilege. If you do not follow the rules, you will be disciplined and you will lose computer privileges.

School computers are for school-related education and research only.
- Do not use school computers and networks for personal or commercial activities.
- Do not change any software or documents (except documents you create).
- Do not produce, distribute, access, use, or store information which is private or confidential, copyright protected, harmful, threatening, abusive, obscene, pornographic, or denigrating to others.
- Do not produce, distribute, access, use, or store information which interferes or disrupts the work of others or causes congestion or damage to systems.

PERSONAL INFORMATION: When using the Internet, a student should never give out personal information.

- Do not respond to any requests for personal information.
- Do not give out home addresses, telephone numbers, birthdates, etc.
- Do not give out personal information about others.
STUDENT RESPONSIBILITIES AND EXPECTATIONS FOR CLASSROOM BEHAVIOR

Students are required to conform to school rules and regulations as well as the provisions of criminal and civil law both on campus and at off-campus school-related activities.

From the beginning to the end of the class, teachers must be free to teach and students must be free to learn. Students are expected to show respect for the teacher and other students in the classroom. Any behavior that disrupts instruction is inappropriate. Specifically, students are required to come to class prepared to work and to stay on task for the class period. Being prepared to work may vary from classroom to classroom based on teacher expectations. Recommended material may include but are not limited to:

- Binder/Notebooks
- Pencils and pens
- Paper
- PE Clothing (if enrolled in PE)

Students must comply with the classroom rules as described by each teacher. When a student displays disruptive behavior in the classroom, the teacher will first work with the student to alter that behavior. If that effort fails, the student who continues to disrupt the learning process will be referred to the school administrators or counselors. The school will notify parents, who will be expected to aid in correcting the behavior.

HALL PASSES
Students out of class are required to have a hall pass to leave the classroom area. No passes during first 10 minutes of class. Students misusing passes will be subject to disciplinary action.

RESTROOMS
There should be no loitering in the restrooms. Any student without a pass to the restroom may be referred to the Vice Principals' Office.

STUDENT RIGHTS AND RESPONSIBILITIES

Students have rights, as do all citizens, under the Constitution, as well as the California Education Code and SJUSD policy. Students must remember they also carry the burden of being responsible, productive citizens at school and in society. Their rights include the following:

1. The right to be heard. Students are encouraged to voice constructive criticism through student government, school site council, teachers, counselors, administrators, and other channels of communication as long as the process does not substantially disrupt the orderly operation of school. (CEC 48907, SJUSD Policy 5145.2 AR 5145.5)

2. The right to an education in a safe, clean environment. Students are asked to be aware of receptacles for trash and put all litter in them.

3. The right to full use of class time for receiving instruction and for learning.

4. The right to fair, consistent and respectful treatment by staff members and students.

5. The right to a hearing before a penalty is imposed. When a student is referred for some wrongdoing, the student should be afforded the opportunity to offer his/her version of the incident to school authorities (SJUSD Policy 5144.1).

6. The right to seek redress of grievances through the district grievance procedure (SJUSD Policy 5145.5).
UNACCEPTABLE BEHAVIOR

SOCIAL PROBATION
A student commits acts that disrupt the educational process, violate standards of citizenship or violate the San Juan Unified Board’s philosophy of zero tolerance related to health and safety issues, the following social probation procedures may be implemented:

- Social probation prohibits a student from attending non-mandatory school events or functions.
- Social probation prohibits a student from attending dances, sporting events, dramatic productions, graduation activities, etc.
- Social probation prohibits a student from participating in any extracurricular school-sponsored event even if the student is a member of the group, team, or organization hosting or participating in the event or function.
- Students on social probation and assigned by a teacher to participate in a co-curricular event are prohibited from participating in such functions. In order to assure that the student receives the required co-curricular academic credit, the student will be assigned a comparable assignment.

Terms of social probation are determined by the administration. Board Policy 5131.5 (a).

BULLING / HARASSMENT
Words or actions directed against a student or group of students that are sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting class-work, creating substantial disorder, and invading the rights of a student or group of students by creating an intimidating or hostile environment is considered harassment. Due to the seriousness of the offense and the requirements of the California Education Code, an infraction of this rule will result in suspension and may result in a request for expulsion. Harassment should be reported immediately to a teacher or administrator.

HATE VIOLENCE
Causing, attempting to cause, threatening to cause, or participating in an act of hate violence committed against a person or property which is motivated, in whole or in part, by the offender’s bias against a race, religion, ethnic/national origin group, or sexual orientation group is hate violence. Due to the seriousness of this offense and the requirements of this section of the California Education Code, any infraction of this rule will result in suspension and may result in a recommendation for expulsion. Students and teachers are to report suspected cases of hate violence to an administrator immediately.

SMOKING
San Juan Unified School District has a strict “no smoking” policy for all San Juan District schools. There is no smoking anywhere on the school campus at any time. This includes the area between Arden and Hurley on Bell Street.
STUDENT CONFLICTS AND FIGHTING

STUDENT CONFLICTS
Let an adult on campus know if you are feeling unsafe, threatened, or harassed. These feelings may interfere with your ability to concentrate on your schoolwork, so it is important that the problem be addressed quickly. Avoid listening to and spreading gossip. The only outcome of gossip is hurt feelings and anger. Adopt the attitude, “If I did not hear it with my own ears, it is not worth being hurt or angry about it.”

Don’t confront another student when angry. The other person may react defensively, unsure of what you might do. Ask for help from an adult on campus, if you are not able to forget about or ignore what the other student is doing that makes you angry. Make an appointment with your counselor. He or she can give you additional suggestions, meet with the other student, or arrange a meeting for the students involved in order to solve the problem in a safe and non-confrontational manner.

FIGHTING

FIGHTING
Fighting is defined by the SJUSD as a physical confrontation between two or more students — mutual combat, contributing to or perpetuating a fight. This includes hitting back. Consequences for fighting range from suspension to recommendation for the expulsion process.

DEFINITIONS ASSOCIATED WITH FIGHTING

Breaking up or Preventing a Fight is characterized by seeking help from the nearest adult; encouraging the students to walk away; or surrounding a friend and moving him/her away from the argument.

Defending One’s Self is characterized by putting hands up to block or prevent a hit; putting hands out to keep the other student at a distance; repeating over and over the desire to NOT fight; calling for help; turning away; or walking away. Hitting back is not self-defense.

Threatening/Initiating Fights will be treated the same as fighting. The following behaviors communicate a willingness to fight: remaining engaged in an argument; stepping towards the other student; clenching fists; throwing down items being held, i.e. backpack, books, etc.; and removing outer garments, such as a jacket. Threats of any school employee or their property, including via the Internet, will result in suspension and possible recommendation for the expulsion process.

Jumping In (aiding and abetting) is joining in on another student’s fight or contributing to/perpetuating the fight. Students can be suspended for up to five days for this behavior.

Running to or being present to watch a fight (aiding and abetting) escalates the potential of a fight occurring and the seriousness of the fight. Students can be suspended for up to five days for this behavior.
UNIFORM COMPLAINT PROCEDURE
Nondiscrimination/Harassment/Intimidation/Bullying/Sexual Harassment/Pupil Fees
San Juan Unified School District

Nondiscrimination/Harassment/Intimidation/Bullying

The Board of Education is committed to equal opportunity for all individuals in education. District programs, activities and services shall be free from unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or sexual harassment in any district service, program and/or activity that receives or benefits from state financial assistance. The Board shall promote programs which ensure that unlawful discriminatory practices are eliminated in all district activities.

Any student who engages in discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in unlawful discrimination, harassment, intimidation, and/or bullying may be subject to disciplinary action up to and including dismissal.

Sexual Harassment

The District has adopted a strict policy containing rules and procedures for reporting sexual harassment and pursuing remedies and is committed to maintaining an educational environment that is free from harassment, including school, or school-sponsored or school-related activities.

The Board of Education prohibits unlawful sexual harassment of or by anyone (including students and employees) in or from the district. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical contact of a sexual nature made by someone from or in the work or educational setting. Any student who engages in sexual harassment of another student or anyone from the district may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action up to and including dismissal.

Pupil Fees

The District shall follow uniform complaint procedures when addressing complaints alleging a failure to comply with state or Federal law or regulations, including allegations that a student has been required to pay a pupil fee for participation in an educational activity, other than those fees, deposits, or other charges allowed by law.

To File a Complaint

The District is primarily responsible for compliance with federal and state laws and regulations, including allegations that a student has been required to pay a pupil fee (as defined in Education Code section 49010), for participation in an educational activity (as defined in Education Code section 49011), other than those fees, deposits or other charges allowed by law. Any student, staff member, or parent who feels that unlawful discrimination, harassment, intimidation, and/or bullying or sexual harassment has occurred should immediately contact a teacher, the school principal, or district Title IX/Compliance Officer. A formal complaint may be initiated at the school or by directly contacting the Title IX/Compliance Officer. Copies of the Uniform Complaint Form may be obtained from the school office or Title IX/Compliance Officer. Copies of the complaint procedures shall be available free of charge.

1. Filing a Complaint: Obtain a copy of the Uniform Complaint Form from the school or Title IX/Compliance Officer. Submit the complaint form to the school principal or Title IX/Compliance Officer.

2. Investigation: The District will investigate the complaint and provide a written report of the investigation and decision within 40 days of when the complaint is filed.

3. Mediation: Mediation is optional. It involves a third party who assists the parties in resolving the dispute. If mediation is used, the time lines are extended by 30 days.

4. Appeals: If the person making the complaint disagrees with the District's decision, he/she has 5 days to appeal the decision to the school district Board of Education; or alternatively, 15 days to appeal the decision to the California Department of Education.

5. A person filing a complaint may also seek civil law remedies, subject to certain time lines.

6. At any time, a complainant has the right to file a complaint alleging violations of federal laws or regulations, prohibiting unlawful discrimination, harassment, intimidation, and/or bullying based on actual or perceived sex, race or ethnicity, color, national origin, nationality, religion, age, sexual orientation, sexual preference, ancestry, ethnic group identification, gender, gender expression, gender identity, physical or mental disability, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics with the United States Department of Education, Office for Civil Rights, 50 Beale Street, Suite 7200, San Francisco, CA 94105.

Complaints will be kept as confidential as appropriate.

The District prohibits retaliation against any participant in the complaint process. Each complaint shall be investigated promptly and in a way that respects the privacy of all parties concerned.

If you have a complaint, contact a teacher, principal, site administrator, or:
Title IX/Compliance Officer
Linda C. T. Simlick
General Counsel
P.O. Box 477
Carmichael, CA 95609-0477
Telephone: 916-971-7110

4/2013
**EXTRA-CURRICULAR ACTIVITIES**

School rules are enforced at all school-sponsored functions, regardless of the time or day of such events.

**IDENTIFICATION CARD**
Students receive a picture identification card upon registration. ID cards will be needed for all transactions at school such as using the computer lab, checking out text and library books, checking into the office, on-site, Saturday School, purchasing tickets and entry to all school functions. Students shall carry their ID card while attending school and at all school functions. The first card is issued at no cost to the student. **Replacement of lost or stolen cards will cost $5.00.** Payment for replacement cards must be made in the Finance Office and then receipts can be taken to the Counseling Office to pick up replacements.

**STUDENT BODY STICKERS (SBS)**
Student body stickers support Encina and save students money through price reductions at school activities. Students who purchase a student body sticker are able to attend all athletic events **FREE!** **Student body stickers can be purchased at the Finance Office.**

**AFTER SCHOOL**
For student safety, students who do not have official school business such as tutoring, club activities, or athletic events must be off school grounds by 4:00. Students who are participating in ASSETS or BRIDGES must stay in the designated areas. Students waiting to be picked up must wait in front of the school.
- ASSETS: After school program for 9th thru 12th grade students
- BRIDGES: After school program for 6th thru 8th grade students

**DANCES**

There is only one high school dance, Junior and Senior Prom that is offered to students in grades 11th and 12th. Students in 6th, 7th, and 8th grades will not be allowed to attend the night dances. Dances specifically for our middle school students will be scheduled separately.

**PROM REGULATIONS**
- Admission is given only to 11th thru 12th grade Encina students with **current Encina identification cards** who have purchased a ticket, no refunds.
- **Appropriate school attire is required.**
- Admission to the dance is during the first hour of the dance only. **No one will be admitted after the first hour without prior administrative approval.**
- A person may not leave the dance and be readmitted.
- All school rules apply at the dance. Any offensive conduct and/or inappropriate dancing will result in dismissal from the dance and the possibility of additional disciplinary action.
- **Students on home suspension, expulsion or social probation are not allowed to attend Encina dances.**
- Parents are expected to pick up students promptly after dances.

**GUESTS AT DANCES**
- A current Encina student may bring one non-Encina guest. This includes Encina students not in grades 11th or 12th. The Encina student must obtain a guest pass and approval from the Vice Principals’ Office before purchasing the ticket. The Encina student must obtain a guest pass and approval from the Vice Principals’ Office before purchasing the ticket.
- Guests must have a current
- I.D. card and pre-sold ticket.
- No guest over 20 will be allowed to attend.
**Modes of Transportation**

**Bicycles**
Bicycle riding is prohibited on campus for safety reasons. Students are encouraged to park their bicycles in the compound. The compound is an unlocked fenced-in area located between the E and F wings and near S-9. To prevent theft, students must lock their bicycles. Encina Preparatory is not responsible for stolen or damaged bicycles.

**Skateboards and Scooters**
Skateboards and scooters should not be ridden on campus before, during or after school. Students who are riding their skateboard or scooter in the hallways will have it confiscated and placed in the VP office where it can be picked up at the end of the day. If this becomes a persistent problem a student may be asked not to bring a skateboard or scooter on campus.

**Parking**
The student parking lot is located in front of the gym and by the cafeteria. The speed limit on campus is 5 m.p.h. The parking lot is off limits during school hours including lunchtime.

**Driver’s License**
Any one driving on the Encina campus (including all parking lots, entrances and exits) must possess a current Driver’s License. (California State Law)

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**Additional Information**

**Dropping/ Adding Classes**
According to SJUSD Policy, after 10 school days for the block schedule of each semester, students may not add a course for full credit. Students who drop a course after 10 regular school days for block schedule shall receive a drop “F” grade for that class which will appear on the transcript as a 5 unit class with an “F” grade. The final decision concerning drop “F” for all class changes will be determined by the Principal.

**Emergency Release Procedures**
In case of a serious emergency that requires the release or relocation of students during school hours, a designated off site location will be assigned by safe schools. Students will be transported to that location and parents will be contacted with further instructions. Teachers will remain with their class and will have a dismissal log that each parent must sign. Parents must sign their own children out. Any other adult picking up a child must have a signed note from the parent.

**Search and Seizure**
In order to maintain a safe educational environment, it is sometimes necessary for Administration to conduct a search of a student’s property or person to seize weapons or contraband. The search must be reasonable, related to the school official’s duties and may not be done randomly.
**ADDITIONAL SCHOOL SERVICES**

**FINANCE OFFICE:** Parents/Visitors can access from 7:30a.m. -4:30p.m. Students may access before school, afterschool, and during lunch (when necessary).

**FOOD SERVICES:** Encina’s cafeteria provides hot lunches, sandwiches and salads. Students eligible for free or reduced price breakfast/lunch may pick up an application in the Counseling Center, or log on to http://nutrition.sanjuan.edu/. The snack bar is located inside the cafeteria serving a variety for students’ eating pleasure.

**LIBRARY:** The Library serves students and staff by supporting student growth and success in academics and life, by providing reading and research materials, computers and internet access for learning-related activities and producing class assignments and a place for quiet study. Library staff can assist students in learning to locate and use materials, checking out materials, and developing critical thinking and research skills. Most materials may be checked out for a 3-week period and renewed as needed. Students are responsible to return books in a timely manner and in good condition so that others may use them. Lost or unreasonably damaged books will result in fines. Computers are to be used for learning and students must sign in at the circulation desk before using a computer.

**LIBRARY HOURS:** The Library is open from 7:30 to 8:00 before school, during both lunches, and from ½ to 1½ hours after school on regular schedule and block schedule days. Meetings scheduled after school may make the Library unavailable on some days, which will be posted. During class time, students must have a written pass from their teacher; during lunches, students must have a pass from a teacher or a semester-long pass which can be obtained from the Librarian. The Library may be closed at times due to scheduled meetings and staff developments.

**LOST AND FOUND:** Lost and found items may be reclaimed at the Front desk.

**MEDICATION:** Students taking medication prescribed by a physician must bring the medication to the Vice Principal’s office in its original container with a doctor’s note. Medication will be administered to the student according to the medical prescription only.

**TEXTBOOKS:** Textbooks are checked out to each student when their classes are scheduled by the teacher. Students are responsible for each textbook checked out to him/her and must be kept in good condition and turned in on time. All textbooks are due the date of the class final and the same book must be turned in as was originally checked out to the student. Students will be charged for books not turned in or unreasonably damaged. If a student needs to check out a textbook individually, the teacher should arrange this with the textbook staff.

**TRANSCRIPTS:** Seniors may request the registrar to send an official copy of their transcript to colleges. 24 hour notice is required for all transcripts.

**TRANSPORTATION:** San Juan Unified only provides transportation services as mandated by state and federal law. While traditional home-to-school transportation is not available, services are still offered to identified special education students and those exercising school choice options under federal law. If your student with special needs is new to the District, please contact the Special Education Department Field Office at 971-7525 to arrange transportation services.

**WORK PERMITS:** Any student who is less than 18 years of age must possess a valid work permit to be legally employed. Application forms are available in the Attendance Office. Grades, behavior, and attendance must be satisfactory to receive a work permit. This process to check eligibility takes 48 hours.

- Any student who receives a 2nd Attendance Letter will lose their work permit immediately.
- This ineligibility will remain in effect for the remainder of the school year.
**PARENT, GUARDIAN, AND COMMUNITY INVOLVEMENT**

**ALUMNI:** Many alumni are active and stay connected through social media (Facebook). Additionally, there is an alumni website: www.encinahighschool.com (not affiliated with SJUSD).

**BOOSTER CLUB:** This a parent, staff, alumni, and community members club which helps support all school programs. All are welcome to join. Contact Heddy Crowder for more information at 971-5891 that advises.

**ENGLISH LANGUAGE ACQUISITION COMMITTEE (ELAC):** This is a parent committee concerning the ELL program.

**COMMUNITY FAMILY RESOURCE CENTER:** The Encina Community Partnership Coordinator and Community Liaison help coordinate activities involving Encina and the surrounding community. They can be reached at 971-5891 or 971-5844.

**PARENT/TEACHER CONFERENCES:** Parents are encouraged to contact the Counseling office at 971-7547 to request a conference with your student's teachers. Conferences are typically scheduled before school during teacher prep, or after school.

**POINT WEST ROTARY:** This organization is a community based volunteer group that raises money to support Encina and other community organizations. You can contact Point West Rotary online or at 916-929-2992.

**SAFETY COMMITTEE:** Administrators, teachers, parents, students and community members work together to provide a safe environment for all students at Encina Preparatory High School. Parents and students are encouraged to participate in the safety committee, interested parents please call 971-7544.

**SCHOOL SITE COUNCIL:** The governance body for Encina Preparatory High School is the Encina Preparatory High School Site Council (SSC). The council assists in the development and monitoring of the Single School Plan for Student Achievement (SPSA) and the site budget. The council has ongoing responsibility to review with the principal, teachers, parents, students, and other school personnel the implementation and effectiveness of the plan.

**VISITORS:** Parents and legal guardians are encouraged to visit Encina. All visitors must sign in at the Front Desk and obtain a visitor's pass that must be worn visibly. No student visitors are allowed. For classroom visitation, parents need to contact the teacher at least 24 hours in advance.
PHYSICAL EDUCATION AND SPORTS

P.E. CLOTHES & LOCKERS: All students in Physical Education are required to wear athletic apparel in order to participate in activities safely. Closed toed athletic shoes are a requirement as well as athletic shorts, a t-shirt, and/or sweats or warm-ups (no jeans). The uniform can be any color other than red or blue. They can be brought from home or an Encina Physical Education Uniform may be purchased through the student government program. Students are also required to use a lock and locker in the locker room. Locks may be checked-out and borrowed from the Physical Education Department or brought from home. If a student borrows a lock and it is lost they will be required to pay $6 to cover the cost of the lock.

INSURANCE: Students may purchase accident insurance. Packets are available in the financial office.

<table>
<thead>
<tr>
<th>SPORT</th>
<th>FALL</th>
<th>WINTER</th>
<th>SPRING</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross Country</td>
<td>Co-ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baseball</td>
<td></td>
<td></td>
<td>Men</td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
<td>Men</td>
<td></td>
</tr>
<tr>
<td>Basketball</td>
<td></td>
<td>Women</td>
<td></td>
</tr>
<tr>
<td>Football</td>
<td>Co-ed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Soccer</td>
<td>Men</td>
<td></td>
<td>Women</td>
</tr>
<tr>
<td>Softball</td>
<td></td>
<td>Women</td>
<td></td>
</tr>
<tr>
<td>Tennis</td>
<td></td>
<td></td>
<td>Co-ed</td>
</tr>
<tr>
<td>Track and Field</td>
<td></td>
<td>Co-ed</td>
<td></td>
</tr>
<tr>
<td>Volleyball</td>
<td>Women</td>
<td></td>
<td>Men</td>
</tr>
<tr>
<td>Wrestling</td>
<td></td>
<td></td>
<td>Co-ed</td>
</tr>
</tbody>
</table>

For any student who wishes to participate in a sport at Encina, the student must be eligible both physically and academically. Additionally, students must meet the residence requirements.

PHYSICAL ELIGIBILITY

Before participating in any athletic team activity or sporting event, each student must fulfill the following clearance steps:

- Have an annual physical. This physical is valid for 365 days.
- Show proof of medical insurance (with a minimum coverage of $1,500 medical and accidental injury).
- Provide parent permission for participation (Agreement for Team Participation)
- Provide parent permission for transportation (Athletic Activities Transportation Form)
ACADEMIC ELIGIBILITY

Before participating in any athletic team activity or sporting event, each student must meet the following academic requirements:

- To participate without any restrictions, student-athletes must maintain a 2.0 GPA on a 4.0 grade scale in all enrolled classes. Students must be enrolled with a full-time academic load (CIF Bylaw 205).
- Grades are checked four times during the semester (twice per quarter).
- An athlete who is declared ineligible more than once during a sport season will remain ineligible for the remainder of that sport season. The student can return to competition the following season, if the student has regained academic eligibility at the end of the grading period.

RESIDENCY ELIGIBILITY

Before participating in any athletic team activity or sporting event, each student must meet the following residence requirements:

- Student-athletes must reside within San Juan Unified School District boundaries, and be able to provide proofs of residence, have on file an inter-district transfer (renewed annually).
- Students who have transferred from another school to Encina attend must establish approved residency through the Sac-Joaquin California Interscholastic Federation.

PRACTICE AND COMPETITION

Teams normally hold practice after school Monday through Friday, and practice should not exceed two and a half hours (2½ hours). Pre-league season lengths vary by sport, but Sierra-Delta League competition is generally a double round-robin for seven teams.
ENCINA ENROLLMENT REQUIREMENTS
FOR 6TH – 8TH GRADES

All students must be enrolled in a seven-period day. Any student may take courses beyond the rigor of his or her grade level courses with the approval of his or her counselor, advocacy teacher, and the specific course teacher.

The following chart details the general requirements for all students enrolled in grades 6th through 8th grades at Encina.

<table>
<thead>
<tr>
<th>6th GRADE</th>
<th>7th GRADE</th>
<th>8th GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advocacy 6</td>
<td>Advocacy 7</td>
<td>Advocacy 8</td>
</tr>
<tr>
<td>English</td>
<td>English</td>
<td>English</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Exploration</td>
<td>Exploration</td>
<td>Exploration</td>
</tr>
<tr>
<td>Ancient History</td>
<td>Ancient History</td>
<td>Ancient History</td>
</tr>
<tr>
<td>Earth Science</td>
<td>Earth Science</td>
<td>Earth Science</td>
</tr>
<tr>
<td>Physical Education</td>
<td>Physical Education</td>
<td>Physical Education</td>
</tr>
</tbody>
</table>

All courses taken by each student are to be college-prep unless otherwise determined by the student's counselor, advocacy teacher, and/or case manager in consultation with the student and parent/guardian.

DROPPING/ADDING CLASSES: According to SJUSD Policy, after 20 school days of each semester, students may not add a course full credit. Students who drop a course after 20 regular school days for block schedule shall receive a drop "F" grade for that class which will appear on the transcript as a 5 unit class with an "F" grade. The final decision concerning drop "F" for all class changes will be determined by the Principal.
ENCINA ENROLLMENT REQUIREMENTS
FOR 9TH – 12TH GRADES

All students must be enrolled in a seven-period day. Any student may take courses beyond the rigor of his or her grade level courses with the approval of his or her counselor, advocacy teacher, and the specific course teacher.

The following chart details the general requirements for all students enrolled in grades 9th through 12th grades at Encina.

<table>
<thead>
<tr>
<th>FRESHMAN YEAR</th>
<th>SOPHOMORE YEAR</th>
<th>JUNIOR YEAR</th>
<th>SENIOR YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>9TH GRADE</strong></td>
<td><strong>10TH GRADE</strong></td>
<td><strong>11TH GRADE</strong></td>
<td><strong>12TH GRADE</strong></td>
</tr>
<tr>
<td>Advocacy 9</td>
<td>Advocacy 10</td>
<td>Advocacy 11</td>
<td>Advocacy 12</td>
</tr>
<tr>
<td>English 1</td>
<td>English 2</td>
<td>English 3</td>
<td>English 4</td>
</tr>
<tr>
<td>Math</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
</tr>
<tr>
<td>Integrated Math 1 or Geometry</td>
<td>Algebra, Geometry, Algebra 2, Pre Calculus or AP Calculus</td>
<td>Algebra, Geometry, Algebra 2, Pre Calculus or AP Calculus</td>
<td>Algebra, Geometry, Algebra 2, Pre Calculus or AP Calculus</td>
</tr>
<tr>
<td>Biology</td>
<td>Chemistry or Physics</td>
<td>Chemistry, Physics or Physiology</td>
<td>Chemistry, Physics of Physiology</td>
</tr>
<tr>
<td>Health</td>
<td>World History</td>
<td>U.S. History</td>
<td>American Government and Economics</td>
</tr>
<tr>
<td>Study Skills</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visual/Performing Art or World Language</td>
<td>Visual/Performing Art or World Language</td>
<td>Visual/Performing Art or World Language</td>
<td></td>
</tr>
<tr>
<td>Physical Education 1</td>
<td>Physical Education 2</td>
<td>College Prep Elective or Psychology</td>
<td>College Prep Elective or Psychology</td>
</tr>
<tr>
<td>Student Government Offered during zero period</td>
<td>Student Government Offered during zero period</td>
<td>Student Government Offered during zero period</td>
<td>Student Government Offered during zero period</td>
</tr>
</tbody>
</table>

All courses taken by each student are to be college-prep unless otherwise determined by the student’s counselor, advocacy teacher, and/or case manager in consultation with the student and parent/guardian.

DROPPING/ADDIING CLASSES: According to SJUSD Policy, after 20 school days of each semester, students may not add a course for full credit. Students who drop a course after 20 regular school days for block schedule shall receive a drop "F" grade for that class which will appear on the transcript as a 5 unit class with an "F" grade. The final decision concerning drop "F" for all class changes will be determined by the Principal.
San Juan Unified School District
Division of Teaching and Learning
Secondary Division
2015-16 Term Dates

1st Semester
Quarter 1 / Term 1 (block) 08/13/15 to 10/09/15 41 instructional days
Quarter 2 / Term 2 (block) 10/12/15 to 01/05/16 44 instructional days

2nd Semester
Quarter 3 / Term 3 (block) 01/06/16 to 03/18/16 47 instructional days
Quarter 4 / Term 4 (block) 03/28/16 to 06/02/16 48 instructional days

Progress Reports:
09/11/15
11/13/15
02/05/16
04/29/16

<table>
<thead>
<tr>
<th>Grading Period</th>
<th># Days in Grading Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td></td>
</tr>
<tr>
<td>9/11/15</td>
<td>21</td>
</tr>
<tr>
<td>10/06/15 (quarter/semester)</td>
<td>20</td>
</tr>
<tr>
<td>11/13/15</td>
<td>24</td>
</tr>
<tr>
<td>1/5/16 (semester)</td>
<td>20</td>
</tr>
<tr>
<td>2/05/16</td>
<td>22</td>
</tr>
<tr>
<td>3/18/16 (quarter/semester)</td>
<td>25</td>
</tr>
<tr>
<td>4/29/16</td>
<td>25</td>
</tr>
<tr>
<td>6/02/16</td>
<td>23</td>
</tr>
<tr>
<td>Total</td>
<td>180</td>
</tr>
</tbody>
</table>

CAASPP Testing:
High Schools: April 18 – May 27, 2016
Middle Schools: April 4 – May 27, 2016

MAP Testing:
August 24 - September 18, 2015
January 5 - 29, 2016
Grade 9 – OPTIONAL – May 16 - 27, 2016

CAHSEE – Tentative - (High Schools only):
November 3 & 4, 2015
February 2 & 3, 2016
March 15 & 16, 2016

CELDT:
Annual Test – August 17 – October 23, 2015
Initial Test – July 1, 2015 – June 30, 2016

FITNESSGRAM (Grades 5, 7, 9):
February 1 to April 29, 2016

REVISED Quarter and Semester Dates - 2015-16 - (FINAL - updated with Testing Dates 1-27-15)
HIGH SCHOOL GRADUATION REQUIREMENTS
FOR SAN JUAN UNIFIED SCHOOL DISTRICT

1. Complete a minimum 220 credits. Credit adjustment may be necessary if coming from a block schedule high school.

2. Complete the following required courses – 160 credits.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>REQUIRED # OF CREDITS</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>40 credits</td>
<td>To be taken every year</td>
</tr>
<tr>
<td>World History</td>
<td>10 credits</td>
<td>To be taken in 10th Grade</td>
</tr>
<tr>
<td>Mathematics</td>
<td>20 credits</td>
<td>Must complete Algebra and Geometry</td>
</tr>
<tr>
<td>Physical Education</td>
<td>20 credits</td>
<td>PE 1 --- 9th Grade</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PE 2 --- 10th Grade</td>
</tr>
<tr>
<td>Health</td>
<td>5 credits</td>
<td>To be taken in 9th Grade</td>
</tr>
<tr>
<td>U.S. History</td>
<td>10 credits</td>
<td>To be taken in 11th Grade</td>
</tr>
<tr>
<td>American Government</td>
<td>5</td>
<td>To be taken in 12th Grade</td>
</tr>
<tr>
<td>Economics</td>
<td>5</td>
<td>To be taken in 12th Grade</td>
</tr>
<tr>
<td>Social Studies Elective</td>
<td>5</td>
<td>Geography, Psychology or Sociology</td>
</tr>
<tr>
<td>Biology</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Physical Science</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Visual or Performing Arts</td>
<td>10</td>
<td>• 10 or more credits of Foreign Language will reduce the Visual/Performing Arts requirements to 5 credits.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• However, if a student plans to attend a UC or CSU campus, the student will need an additional year (10 years) of Visual/Performing Arts.</td>
</tr>
</tbody>
</table>

3. Student must pass both Math and English portions of the High School Exit Exam.

All students enrolled at Encina must take courses according to the school's grade level enrollment policy which exceed district graduation requirements.
Graduation Information

All graduating seniors have an opportunity to participate in our graduation ceremony. Students must complete all requirements by the day of Senior Check-out. Senior teachers will give final grades and sign check out cards on or before Senior Check-out Day. Students have to be cleared from the Finance Office, Attendance, and Textbooks before you can check out. No Exceptions.

After successfully checking out:

- Students will receive a limited number of graduation tickets.
- Everyone attending graduation must have a ticket including friends or family who are current Encina students.
- Children under 2 do not have to have a ticket but they must sit on a lap of an adult.

Graduation Attendance Requirements

Students will not walk if you have the following:

- 6 days of unexcused cuts (C's on Zangle)
- 42 periods of cuts (C's on Zangle)
- 7 tardies equals 1 period
- 294 tardies

Graduation Ceremony

All students must attend graduation rehearsal at the specified time. This is mandatory and any student not at rehearsal will not be able to participate in the graduation ceremony. This rule is strictly enforced and there are NO exceptions.

Students must be at the graduation site with your cap and gown at your designated time. There will be a dress code check at that time. Failure to follow the dress code could result in you not participating in the graduation ceremony.
CALIFORNIA STATE UNIVERSITIES
ENTRANCE REQUIREMENTS

Admission is determined by high school grade point average (GPA), scores on either the ACT or SAT I tests and completion of the specific subject requirements listed below with a grade of “C” or better. The GPA is based on work completed in 10th, 11th, and 12th grade college prep courses (designated on transcript with a “P”).

1. English: 4 years
2. Mathematics: 3 years
   Algebra 1, Geometry, and Algebra 2
4. Laboratory Science: 2 years
   Biology, Chemistry or Physics
5. Foreign Language: 2 years (3 years recommended)
   Two years of the same Foreign Language
6. Visual/Performing Arts: 1 year
   Art, Drama, or Music
7. Electives: 1 year
   Students must take one year of elective college preparatory courses. This one-year elective must be beyond those listed in #1 – #6. Students may choose from the following fields: History, English, Advanced Math, Laboratory Science, Foreign Language, Social Studies, and Visual/Performing Arts.

The California State University System includes the following campuses:
- Bakersfield
- Channel Islands
- Chico
- Dominguez Hills
- East Bay (Hayward)
- Fresno
- Fullerton
- Humboldt
- Long Beach
- Los Angeles
- Maritime Academy
- Monterey Bay
- Northridge
- Pomona
- Sacramento
- San Bernardino
- San Diego
- San Francisco
- San Jose
- San Luis Obispo
- San Marcos
- Sonoma
- Stanislaus

CSU planning may be done at the web site at: http://www.cusmentor.edu

English Placement Test (EPT) and Entry Level Math (ELM) testing must be done before registering for classes. These may be satisfied by appropriate scores on the SAT I or ACT tests, achievement tests, SAT II, AP tests, or successful completion of the appropriate community college courses. Students who score 560+ in math on the SAT I and 550+ in English are exempt from taking the EPT and ELM test. Students who don’t pass the test must take remedial classes the first year of college.
UNIVERSITY OF CALIFORNIA

ENTRANCE REQUIREMENTS

A – G REQUIREMENTS

The required classes for entrance into the UC system are outlined below. Students must take 15 units of high school courses to fulfill the Subject Requirement – seven units of which must be taken in the last two year of high school. (A unit is equal to an academic year, or two semesters of study). UC requirements are subject to change.

a. **History and Social Science — 2 years required**
   One year of US History or one half year of US History and one half year of Civics or American Government; and one year of World History, Cultures and Geography.

b. **English — 4 year required**
   Four years of college-preparatory English. (Not more than two semesters of 9th grade English may be used to meet this requirement.)

c. **Mathematics — 3 years required, 4 recommended**
   Three years, including Algebra 1, Geometry, and Algebra 2 (above courses taken in 7th and 8th grades are acceptable).

d. **Laboratory Science — 2 years required, 3 recommended**
   Two years of laboratory science in at least two of these three areas: Biology, Chemistry, and Physics (not more than 1 year of 9th grade lab science may be used to meet this requirement).

e. **Languages other than English — 2 years required, 3 recommended.**
   Two years of the same language other than English. Courses in languages other than English taken in 7th and 8th grade are acceptable if they meet our high school requirements.

f. **Visual or Performing Arts — 1 year required**
   Complete a single year-long approved course (i.e., the second semester is to be a continuation of the first semester). Example: Semester 1 – Beginning Ceramics, Semester 2 – Beginning Ceramics OR Semester 1 – Acceptable VPA courses for University of California are designated, in the course description book.

g. **College Preparatory Electives — 1 year required**
   One year, in addition to those required in a-f above, chosen from the advanced areas: Visual and Performing Arts, History, Social Science, English, Advanced Mathematics, Laboratory Science, and languages other than English (a third year in the language may be used for the "e" or "g").

Additionally, a student’s GPA is very important to gaining admission. Students must receive a grade of “C” or higher in all UC a-g course work. The University of California requires the ACT with writing or SAT I examination. The ACT test will have an optional writing assessment which will be required by UC’s.
The Regents of the University of California have approved an additional path through which our top graduates may become eligible for admission to the University of California. The path is called Eligibility in the Local Context (ELC).

The ELC program ensures that top performing students—drawn from the top nine percent of each participating high school—from all over California have the opportunity to join us at UC. ELC status adds value to the application and is one of the 14 factors considered when applications are reviewed.

The University of California system includes the following campuses:

- UC Berkeley
- UC Davis
- UC Irvine
- UCLA (Los Angeles)
- UC Merced
- UC Riverside
- UC San Diego
- UC Santa Barbara
- UC Santa Cruz
- UC San Francisco --- This campus does not accept undergraduates.

Undergraduate admissions information may also be obtained on the web at [http://www.ucop.edu/pathways](http://www.ucop.edu/pathways).

REMEMBER: The University of California Entrance Requirements are subject to change. It is the responsibility of the student to know the requirements.
• PARENTAL INVOLVEMENT POLICY
• FACILITIES USE POLICY
• SJUSD K-12 PUPIL BEHAVIOR GUIDELINES
• PARENT COMPACT
• PARENT/VISITOR CODE OF CONDUCT
• ATTENDANCE AGREEMENT
Encina Preparatory (6-12) High School has jointly developed a written Title I parent involvement policy with input from Title I parents. Encina has been identified as a Title I school. The existing parent involvement policy is reviewed at least twice a year by different parent groups, including ELAC, and at least once a year during a School Site Council meeting where it is revised and approved. The revised PIP is then shared with school staff and the parent community. Parents are encouraged to suggest changes, which will be presented to the SSC. Parents are asked for input on a needs assessment and the Single Plan for Student Achievement at School Site Council Meetings.

**Encina has distributed the policy to parents of Title I students.** Encina’s parent involvement policy is provided to parents as follows:

- Part of the parent handbook that is provided to parents and students at:
  - Schedule pick-up prior to the start of the school-year.
  - During Advocacy assemblies the first month of the school-year.
  - At registration appointments with counselors for new students enrolling after the school-year begins.
  - Available for pick-up at our reception desk.
- Electronic posting on school website.
- Physical posting in the Family Resource Center (or any other highly visible space).
- ELAC and SSC meetings.

The policy describes the means for carrying out the following Title I parental involvement requirements [20 USC 6318 Section 1118(a)-(f) inclusive].

**Involvement of Parents in the Title I Program**

To involve parents in the Title I program at Encina Preparatory (6-12) High School, the following practices have been established:

- The school convenes an annual meeting to inform parents of Title I students about Title I requirements and about the right of parents to be involved in the Title I program.

- During the Annual Title I meetings, parents will be informed about information regarding curriculum purchased with Title I funds, including curriculum and/or materials purchased for ELs.

- During the Annual Title I meetings, the most recent Single Plan for Student Achievement is reviewed with parents including school/grade previous API and AYP scores, local student achievement data, proficiency goals for the year, and Title I budget.

- During the school’s Back-to-School event, parents are informed of the school wide program, including parent rights, and provided the means to access their student's achievement data and communicate goals and expectations with teachers and staff.

- Information is also distributed with the ELAC and SSC meetings.

- Additional parent meetings are provided to explain interpreting the STAR test results, and how they can help their child reach/maintain academic proficiency.
During scheduled student-led conferences with their Advocacy teacher and parent, information is provided to parents of their child's academic goals for the school-year, progress on reaching grade level proficiency, performance on school-based assessments, district assessments, and state assessments.

The school offers a flexible number of meetings for Title I parents, such as meetings in the morning or evening.

- Twice-yearly student-led conferences are held for parents, students, and teachers to set annual academic goals, review progress, and make revisions as needed. Times are set according to parent availability.

- Parents are invited to schedule an appointment with the teachers, principal and/or counselor at any time throughout the year.

- Parents are invited to attend monthly School Site Council meetings.

- Parents are informed and invited to participate in the School Site Council which meets a minimum of six times throughout the year. Parents are informed of each meeting by an annual school calendar, bulletin board postings, fliers, web-site announcements, and phone messages.

- Parents of English Language Learners are also encouraged to participate in ELAC, which meets a minimum of four times a year, and are provided with the same information provided at SSC, including information about Title I programs.

- Encina Preparatory (6-12) High School provides to the extent possible these announcements in languages other than English for our EL community.

The school involves parents of Title I students in an organized, ongoing, and timely way, in the planning, review*, and improvement of the school's Title I programs and the Title I parental involvement policy. **

- Encina's Academic Program is reviewed, progress-related data presented, and input provided during School Site Council meetings periodically throughout the year.

- The Parent Involvement policy and SPSA is reviewed jointly with parents during the Annual parent meeting.

- Planning meetings are scheduled during the year to review, and if necessary, to revise SPSA so it is aligned with the policy and addressing the emerging needs of our students. Information from these meetings is distributed during monthly SSC and ELAC meetings. Minutes are maintained in multiple locations and formats to be accessible to all parents.

- Upon identification of parental need for information in another language or in another format, the school will take steps to ensure that the parent request is fulfilled.

The school provides parents of Title I students with timely information about Title I programs.

- Parents are provided information about school wide programs at Back to School Night, School Site Council meetings, ELAC Meetings, Student-led conferences, and are welcomed to schedule an appointment with the teachers and/or principal at any time throughout the year.

The school will, with the assistance of the district, provide assistance to parents of children served by the school in understanding topics such as the following:
• The State’s academic content standards, including the Common Core State Standards.
• The State’s student academic achievement standards.
• The State and local academic assessments including alternate assessments.
• The requirements of Title I.
• How to monitor their child’s progress.
• How to work with educators.

The school provides parents of Title I students with an explanation of the curriculum used at the school, the assessments used to measure student progress, and the proficiency levels students are expected to meet.

• Teachers explain the curriculum, assessment and proficiency to all students during the first week of school.

• The annual Title I parent meeting.

• Student-led parent/teacher conferences held each semester.

• Title I meetings and Family Nights throughout the year.

• Course syllabi provided for every class in which the student is enrolled.

If requested by parents of Title I students, the school provides opportunities for regular meetings that allow the parents to participate in decisions relating to the education of their children.

• Monthly School Site Council meetings are public and parents are invited to attend.

• Parents are encouraged to become involved in the joint development and review of the Single Plan for Student Achievement through participation in School Site Council meetings and the English Language Advisory Committee.

• The school will build capacity and increase parent/community involvement in the planning and implementation of school programs and activities to improve student academic achievement and school performance through their participation in the School Site Council (SSC), the Encina Community-Family Resource Center, Parent Connection, PTO, English Language Advisory Committee, special school events and as classroom volunteers.

• Parents are invited to schedule an appointment with the teachers and/or principal at any time throughout the year.

• Parent feedback will continue to be incorporated through surveys (ex: bi-annual District Parent and Student Survey) and discussions at meetings. Parents are invited to participate in school/community events such as: Parent/Teacher conferences, Back to School Night, Fall Carnival, Multi-Cultural Night, BARKS Banquet, Renaissance Rallies, and other special events.

• Two-way communication between parents and the school is vital to the success of students. Parents are informed about important school wide events, meetings and schedules. A calendar of important dates and events is on the school website. Letters, phone calls, progress reports and informal and formal conferences are held concerning students’ behavior, student progress and, classroom standards, test scores, work samples, and instructional goals. The administrators, staff and parents work effectively toward achieving our long-range goals.

• Title I informational meetings are held within monthly School Site Council Meetings.

• Student-led conferences are held in the fall and spring.
*It may be helpful to include the parent involvement policy review in the annual review of the Single Plan for Student Achievement.

**The policy must be updated periodically to meet changing needs of parents and the school. If the school has a process in place for involving parents in planning and designing the school’s programs, the school may use that process if it includes adequate representation of parents of Title I children. [20 USC 6318 Section 1118(c)(3)].

School-Parent Compact

Encina Preparatory (6-12) High School distributes to parents of Title I students a school-parent compact. The compact, which has been jointly developed with parents, outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement. It describes specific ways the school and families will partner to help children achieve the State’s high academic standards. It addresses the following legally required items, as well as other items suggested by parents of Title I students. The school’s responsibility is to provide high-quality curriculum and instruction. Parents will be responsible for supporting their children’s learning.

The importance of ongoing communication is crucial between parents and teachers through, student-led parent-teacher conferences; frequent reports on student progress; access to staff; opportunities for parents to volunteer and participate in their child’s class; and opportunities to observe classroom activities

- The School Site Council, with input from staff, students, and parents, developed and will revise the school-parent compact.
- It is the belief of all stakeholders that an important part of a child’s growth depends on developing self-discipline and understanding the school rules and BARKS; which are adopted for the benefit of the majority. These rules are to be recognized and obeyed by everyone at all times. It is also our belief that this kind of self-discipline is the beginning of a responsible and law-abiding adult citizen in our community.
- The Parent Student Handbook is sent home at the beginning of each school year to all students and also provided through a variety of other means throughout the year as needed. The handbook contains the Students Behavior Code, Student Discipline Policy, and visitation policy and the Parent/School compact and other relevant information.
- The School Compact is to be signed by each student, parent, and Advocacy teacher every year. It is then returned and filed by each teacher.
- Parents of Arabic and Spanish speaking students are provided translation keys to help them understand grade transcripts.

Building Capacity for Involvement

Encina Preparatory (6-12) High School engages Title I parents in meaningful interactions with the school. It supports a partnership among staff, parents, and the community to improve student academic achievement. To help reach these goals, the school has established the following practices.

The school provides Title I parents with assistance in understanding the State’s academic content standards, assessments, and how to monitor and improve the achievement of their children.

- Parents are sent a report of their student’s state test scores in the mail.
- At Back-to-School Night, parents are provided account and password information to access their students’ progress on-line.
- Data analysis of student assessments and achievement is presented to and reviewed by the School Site Council.
• Student-Led Parent-Teacher conferences.
• Title I meetings during SSC events.
• Parents of Arabic and Spanish speaking students are provided translation keys to help them understand grade transcripts.

The school provides Title I parents with materials and training to help them work with their children to improve their children’s achievement.

• Training for parents on the student information system (Q) to work with their children to improve their grades, attendance and performance on assessments are provided at Back to School Night and during parent conferences.
• The Community Family Resource Center provides parents computer-access to Q.
• Administration and teachers are available and welcome the opportunity to meet with parents upon request.
• Trainings for parents during ELAC/SSC meetings.
• Special parent meetings conducted by the school or district staff as needed or requested.

With the assistance of Title I parents, the school educates staff members about the value of parent contributions, and how to work with parents as equal partners.

• The staff values all parent contributions and works with parents as equal partners.
• During SSC meetings parent input is encouraged and valued.
• Coordinates and integrates the Title I parental involvement program with other programs and conducts other activities, which encourage and support parents in participating more fully in the education of their children.
• Booster Club provides an opportunity for parents to lend voice to the needs of the school and the allocation of discretionary extra funds.
• Distributes to Title I parents information related to school and parent programs, meetings, and other activities in a form and language that the parents understand.
• Notices are provided in English, Spanish, and Arabic.
• Meetings are translated into Spanish and Arabic.
• Provides opportunities for parent involvement activities requested by Title I parents.
• Faculty conducts numerous parent meetings throughout the year to discuss topics at parent request regarding student achievement.
• School survey questionnaires are sent home to the parents of all students and analyzed when making decisions and drafting the school plan.

The school coordinates and integrates the Title I parental involvement program with other programs, and conducts other activities, such as parent resource centers, to encourage and support parents in more fully participating in the education of their children.

• School Site Council
• English Learners Advisory Council
• Community Family Resource Center (CFRC)
• SJUSD Family and Community Engagement Department
The school distributes information related to school and parent programs, meetings, and other activities to Title I parents in a format and language that the parents understand.

- All information related to school and parent programs is provided in English, Spanish, and Arabic and in a format that parents can understand.
- Parents of Arabic and Spanish speaking students are provided translation keys to help them understand grade transcripts.

The school provides support for parental involvement activities requested by Title I parents.

- Faculty members are available and welcome the opportunity to meet with parents upon request.
- All parent requests for reasonable support are submitted to the Administration for consultation and consideration.
- Encina’s CFRC provides information for parents regarding parenting classes offered through other local agencies.
- Encina’s SSC provides periodic updates to parents during council meetings regarding budgetary concerns, academic standards, test results, the importance of school attendance, standards-based education, etc.
- Program goals and evaluations are discussed at School Site Council meetings. An annual evaluation of the content and effectiveness of the parental involvement policy is achieved during School site Council meetings.
- Welcome Orientation for incoming 6th grade students is held prior to the beginning of the school year.

Accessibility

Encina Preparatory (6-12) High School provides opportunities for the participation of all Title I parents, including parents with limited English proficiency, parents with disabilities, and parents of migratory students. Information and school reports are provided in a format and language that parents understand.

- Information is posted online via the school’s website.
- Voice, email, and text messages regarding school events and information are distributed via the District automated communication system.
- Periodic fliers and announcements are provided in English, Spanish, and Arabic.
- Meetings are translated into Spanish and Arabic upon request or as needed.
- Translations are available for parents who request it during parent-teacher conferences, SSTs and IEPs, either through staff interpreters or the District’s language line contractor.
- Parents with disabilities are provided with school-wide access.

ADOPTION

This Parental Involvement Policy has been developed jointly with, and agreed upon with, parents of children participating in Title I, Part A programs, as evidenced by Site Council Minutes of June 16, 2015 meeting.

This policy was adopted by Encina Preparatory (6-12) High School on June 16, 2015 and will be in effect through June 30, 2016.
FACILITIES USE POLICY

BY CLUBS, TEAMS, FACULTY OR OFF-CAMPUS ORGANIZATIONS

All persons or organizations planning to use any field, building or other part of the Encina campus must meet one of the following numbered criteria prior to use. All other uses are strictly prohibited.

ENCINA-AFFILIATED CLUBS/ORGANIZATIONS, TEAMS, OR FACULTY

1. If an Encina-sponsored student club/organization, the following are required:
   • Must have an approved constitution on file with ASB and a current staff member as its advisor
   • Must have the prior written approval of the school's administration AND the Student Activities Director for the event planned
   • Must have the event on the school's activities calendar and NID's calendar
   • Must have the advisor present for the entire event

2. If an Encina-sponsored sports or cheerleading team, the following are required:
   • Must have the prior written approval of the school's administration AND the Athletics Director/Cheer Coach for the event planned (including practices)
   • Must have the event on the school's activities calendar and NID's calendar
   • Must have the team's coach (or assistant coach) present for the entire event

3. If an Encina-sponsored faculty organization, the following are required:
   • Must have the prior written approval of the school's administration for the event planned
   • Must have the event on the school's activities calendar
   • Must have a faculty member present for the entire event

OFF-CAMPUS ORGANIZATIONS

4. If an off-campus organization* or any other club/organization not listed above (to include parent groups), the following are required:
   • Must have a District/school approved SJUSD facility use form on file for the event planned, meeting all requirements therein, including insurance
   • Must have the event on the school's activities calendar

*Any organization not directly affiliated with, authorized by, and funded through Encina as an ASB club, athletics team, or faculty-run program/organization is considered an off-campus organization, even if affiliated with SJUSD, and must meet the criteria of #4.
The K-12 Pupil Behavior Guidelines are designed to allow school administration to assess incidents on an individual basis, and to issue pupil discipline that is age appropriate and based on a progressive discipline model.

California Education Code section 48900.5(a) states, "Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs, as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons."

School site administrators may use discretion when warranted to provide other means of correction to suspension and/or expulsion.

<table>
<thead>
<tr>
<th>Education Code</th>
<th>Other Means of Correction</th>
<th>May Suspend</th>
<th>May Recommend Expulsion</th>
<th>Contact Safe Sch</th>
</tr>
</thead>
<tbody>
<tr>
<td>48900(a)(1) Caused, attempted to cause, or threatened to cause physical injury to another person.</td>
<td>Threats</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(a)(2) Willfully used force or violence upon the person of another, except in self-defense. (Reference: 48915(a)(1)(A) and 48915(a)(1)(E))</td>
<td>Fight</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>48900(b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal. (Reference: 48915(a)(1)(B), 48915(c)(1), 48915(c)(2), and 48915(c)(5))</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind. Under the influence</td>
<td>Possession</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
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<td></td>
<td>Furnishing</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
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<td>Sale</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
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<td>(Reference: 48915(a)(1)(C), and 48915(e)(3))</td>
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<td>48900(d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
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<tr>
<td>Education Code</td>
<td>Other Means of Correction</td>
<td>May Suspend</td>
<td>May Recommend Expulsion</td>
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<td>48900(e) Committed or attempted to commit robbery or extortion. [Reference 48915(a)(1)(D)]</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(f) Caused or attempted to cause damage to school property or private property.</td>
<td>May be considered</td>
<td>Yes</td>
<td>No</td>
<td>Optional</td>
</tr>
<tr>
<td>Minimal damage</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>Extensive damage</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900(g) Stole or attempted to steal school property or private property</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his or her own prescription products.</td>
<td>May be considered</td>
<td>Yes</td>
<td>N</td>
<td>N</td>
</tr>
<tr>
<td>48900(i) Committed an obscene act or engaged in habitual profanity or vulgarity. Obscene act Habitual Profanity</td>
<td>May be considered</td>
<td>Yes</td>
<td>Ye s</td>
<td>Optional</td>
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<tr>
<td>May be considered</td>
<td>Yes</td>
<td>Ye s</td>
<td>Optional</td>
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<tr>
<td>48900(j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Ye s</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(k) (1) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties; (2) Except as provided in Section 48910, a pupil enrolled in kindergarten or any of grades 1 to 3, inclusive, shall not be suspended for any of the acts numerated in this subdivision, and this subdivision shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.</td>
<td>Must be considered</td>
<td>Yes</td>
<td>In-school suspension for K-3</td>
<td>N</td>
</tr>
<tr>
<td>48900(l) Knowingly received stolen school property or private property.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Ye s</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(m) Possessed an imitation firearm. As used in this section, &quot;imitation firearm&quot; means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Ye s</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(n) Committed or attempted to commit a sexual assault as defined in Section 261, 261c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code. [Reference 48915(c)(4)]</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48900(o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for purposes of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Ye s</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Ye s</td>
<td>Required</td>
</tr>
<tr>
<td>Education Code</td>
<td>Other Means of Correction</td>
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<td>48900(q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, &quot;hazing&quot; means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, &quot;hazing&quot; does not include athletic events or school-sanctioned events.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(r) Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act. ** New Law - 48900.9 regarding victims - See Below</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900.2 In addition to the reasons specified in Section 48900, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. For the purpose of this chapter, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive education environment. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900.3 In addition to the reasons set forth in Sections 48900 and 48900.2, a pupil in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of, hate violence, as defined in subdivision (e) of Section 233.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48900.4 In addition to the grounds specified in Sections 48900 and 48900.2, a pupil enrolled in any of grades 4 to 12, inclusive, may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonable expected effect of materially disrupting classwork, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile educational environment.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Optional</td>
</tr>
<tr>
<td>48900.7 In addition to the reasons specified in Sections 48900, 48900.2, 48900.3, and 48900.4, a pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terrorist threats against school officials or school property, or both.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(e)(1)(B) Possession of any knife or other dangerous object of no reasonable use to the pupil.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>Education Code</td>
<td>Other Means Of Correction</td>
<td>May Suspend</td>
<td>May Recommend Expulsion</td>
<td>Contact Safe Schools</td>
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<tr>
<td>48915(a)(1)(C) Unlawful possession of any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, except for either of the following: The first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. The possession of over-the-counter medication for use by the pupil for medical purposes or medication prescribed for the pupil by a physician.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(D) Robbery or extortion.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(a)(1)(E) Assault or battery, as defined in Sections 240 and 242 of the Penal Code, upon any school employee.</td>
<td>May be considered</td>
<td>Yes</td>
<td>Yes</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(1) Possessing, selling, or otherwise furnishing a firearm. This subdivision does not apply to an act of possessing a firearm if the pupil had obtained prior written permission to possess the firearm from a certificated school employee, which is concurred in by the principal or the designee of the principal. This subdivision applies to an act of possessing a firearm only if the possession is verified by an employee of a school district. The act of possessing an imitation firearm, as defined in subdivision (m) of Section 48900, is not an offense for which suspension or expulsion is mandatory pursuant to this subdivision and subdivision (d), but it is an offense for which suspension, or expulsion pursuant to subdivision (e), may be imposed.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(2) Brandishing a knife at another person.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(3) Unlawfully selling a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(4) Committing or attempting to commit a sexual assault as defined in subdivision (n) of Section 48900 or committing a sexual battery as defined in subdivision (n) of Section 48900.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
<tr>
<td>48915(c)(5) Possession of an explosive.</td>
<td>Not considered</td>
<td>Required</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

**School District Responsibilities**

A pupil shall not be disciplined, suspended, or recommended for expulsion unless the superintendent, a designee or the principal of the school in which the pupil is enrolled determines the pupil has violated one or more parts of the California Education Code. A pupil may be disciplined, suspended or expelled for acts enumerated in the California Education Code that are related to school activity or school attendance occurring at any district school or within any other school district, including, but not limited to, any of the following: while on school grounds; while going to or coming from school; during the lunch period whether on or off campus; during, while going to or coming from a school-sponsored activity.

**Student Responsibilities**

All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools - California Education Code section 48908.

**Parent/Guardian Home Interventions - When Pupil Is Suspended**

Please make the home suspension a teachable moment for your student. Consider the following strategies: Request homework and missed assignments for the period of suspension (it may take teachers a day or two to put this work together for you). Make sure the pupil completes any missed assignments. During the suspension, try to make this time as boring as possible so they won’t want to be on suspension again. Provide adult supervision on the days of suspension. Limit or restrict access to television, phone, internet, video games, and friends. Help the pupil think of other ways they could have dealt with the situation.

Pupils are less likely to get into trouble when they are involved in positive activities. Find something the pupil likes and get them involved (sports, arts, youth groups, drama, etc.). Connect with community resources to help the pupil - see www.211sacramento.org or ask a school counselor/administrator. The goal of suspension is for the pupil to learn from their mistakes and not repeat them.
**Definitions**

**Suspension:** is the removal of a pupil from the classroom for disciplinary reasons for a defined period of time. A principal or designee may suspend a pupil for up to five days. A suspension may be extended under certain conditions. Pupils placed on home suspension are not permitted on or near the school campus, nor are they allowed to participate in any school activities during suspension.

**Expulsion:** as ordered by the Board of Education, is the removal of a pupil from all schools in the San Juan Unified School District for violating California Education Code. The expulsion is for a defined period of time not to exceed one calendar year.

**Brandishing:** is to wave a weapon menacingly.

**Assault:** is an unlawful attempt, coupled with present ability, to commit a violent injury on the person of another.

**Battery:** is any willful and unlawful use of force or violence upon the person of another.

**Serious bodily injury:** means a serious impairment of physical condition, including, but not limited to, the following: loss of consciousness; concussion; bone fracture; protracted loss or impairment of function of any bodily member or organ; a wound requiring extensive suturing; and serious disfigurement.

**Self-defense:** to establish the defense, the person must be free from fault or provocation; must have no means of escape or retreat; and there must be an impending peril.

**Terroristic threat:** shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property, or the personal property of the person threatened or his or her immediate family.

**Bullying:** any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Education Code section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
* Placing a reasonable pupil or pupil in fear of harm to that pupil's or those pupils' person or property.
* Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
* Causing a reasonable pupil to experience substantial interference with his or her academic performance.
* Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.

**Electronic act:** the transmission, by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
1. A message, text, sound, or image.
2. A post on a social network Internet Web site including, but not limited to:
   a) Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in the definition of bullying.
   b) Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in the definition of bullying. "Credible impersonation" means to knowingly and without consent impersonate a pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed that the pupil was or is the pupil who was impersonated.
   c) Creating a false profile for the purpose of having one or more of the effects listed in the definition of bullying. "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile. Notwithstanding an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet. "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

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**Section 48900.9**

The superintendent of a school district or the principal of a school may refer a victim of, witness to, or other pupil affected by, an act of bullying, as defined in paragraph (1) of subdivision (e) of Section 48900, committed on or after January 1, 2013, to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling, as appropriate.
SAN JUAN UNIFIED SCHOOL DISTRICT
TITLE I PARENT COMPACT
ENCINA PREPARATORY (6-12) HIGH SCHOOL

*** This agreement is between the student’s Advocacy Teacher, the Student, and the Parent. A completed copy of this agreement will be facilitated during the month of August and with all students.
A copy of this document can be found in the Parent/Student Handbook. ***

THE TEACHER PLEDGE

I understand the importance of the school experience to every student. I recognize my duties as an educator and commit to act as a positive role model. Therefore, I, as a member of the staff of Encina Preparatory High School, agree to carry out the following responsibilities to the best of my ability.

- I will deliver rigorous, standards-based lessons and provide high-quality curriculum and instruction
- I will ensure ongoing communication through, at a minimum, annual parent-teacher conferences; frequent reports on student progress
- I will provide opportunities for parents to volunteer and participate in their child’s class
- I will provide opportunities to observe classroom activities
- I will encourage respect and appreciation of the diverse cultures on campus.
- I will provide a safe environment that nurtures academic success.
- I will model and promote professional behavior school wide.
- I will work together with parents, teachers, students, and staff to prepare students for the future.

Teacher Signature: _______________ Date: _______________

THE STUDENT PLEDGE

I realize that my education is important to me and will give me more choices in life. It helps me develop tools I need to become a happy and productive person in society. I also understand my parent(s)/guardian(s) and teacher(s) want me to put forth my best effort. I know I am the one responsible for my own success, and that I must work hard to achieve it. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will respect culture and diversity.
- I will follow all school expectations.
- I will put forth my best effort in academics to promote pride in self and school.
- I will utilize various resources on and off campus that further develop my academic skills.
  - I will work with teachers, staff, families, and the outside community to promote respect, fairness, safety and professionalism.
  - I will participate in extra-curricular activities to promote pride in self and school.

Student Signature: _______________ Date: _______________

THE PARENT PLEDGE

I realize that my child’s education is very important. I understand that my participation in my child’s education will help his/her attitude and achievement. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- I will commit to support and attend at least one function or activity that impacts my child.
- I will review my child’s progress via weekly academic reports and/or Q.
- I will provide a productive space for my child to study and complete his/her homework.
- I will ensure my child is prepared for school each day.
- I will ensure my child attends school each day on time.
- I will keep open communication with Encina regarding my child’s attendance, behavior, and progress.
- I will commit to attend all requested conferences related to my child’s academic progress and behavior.
- I will treat my child’s teachers with respect.

Parent Signature: _______________ Date: _______________
ENCINA PREPARATORY (6-12) HIGH SCHOOL
PARENT/VISITOR CODE OF CONDUCT

In order to maintain an orderly, respectful and secure educational environment for the students and staff of Encina Preparatory (6-12) High School, it is essential that all staff, parents and visitors in or around our buildings be aware of their responsibilities and adhere to Encina’s expected code of conduct.

PARENTS ARE EXPECTED TO:

- Recognize that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society, appropriate rules are required to maintain a safe and orderly environment.
- Ensure that children bring only items appropriate and related to the instructional program at school.
- Know school and classroom rules and help their children understand them. Convey to their children a supportive attitude toward education and the school.
- Build good relationships with teachers, other parents and their children’s friends.
- Help their children deal effectively with issues, problems, concerns and peer pressure.
- Inform school officials of changes in the home situation that may affect student conduct or performance.
- Insist their children be dressed and groomed in a manner consistent with the student dress code.
- Provide a place for study and ensure homework assignments are completed.
- Review the Code of Pupil Discipline with their child and sign it.

PUBLIC CONDUCT ON SCHOOL PROPERTY

Schools are a place of work and learning. Certain limits must be set for parents and other district citizens who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The building Principal or his/her designee is responsible for all persons in the building and on the grounds.

THE FOLLOWING RULES APPLY TO VISITORS TO THE SCHOOLS:

- Anyone who is not a regular staff member or student of the school will be considered a visitor.
- All visitors to the school must report to the front office upon arrival at the school. They will be required to sign the visitor’s register binder and will be issued a visitor’s badge. This badge must be worn at all times while in the school or on school grounds. The visitor must return the badge back to the front office and sign out in the binder before leaving the building.
- Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
- Parents or citizens who wish to observe a classroom while school is in session are required to arrange such visits with the classroom teacher(s) with a minimum of a 24 hour notice so that class disruption is kept to a minimum.
- Teachers are not expected to take class time to discuss individual matters with visitors.
- Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
- All visitors are expected to abide by the rules for public conduct on school property contained in the Code of Conduct.
CONDUCT PROHIBITED ON SCHOOL PROPERTY - NO PERSON SHALL:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, other district employee or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programs or other school activities at any time, day or night.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at the school function.
- Possess or use weapons in or on school property or at school function, except in the case of law enforcement officers. Loiter on or about school functions.
- Gamble on school property or at school functions.
- Refuse to comply with any reasonable order of identifiable school district officials performing their duties.
- Willfully incite others to commit any of the acts prohibited by this code.
- Violate any federal or state statute, local ordinance or board policy while on school property or while at a school function.

PERSONS IN VIOLATION OF THE CODE OF CONDUCT

The authorization of a visitor to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection.

The district reserves its right to pursue civil or criminal legal action against any person violating the code. It is within the authority of the school principal to deny the right to access school grounds and facilities. California Education Code section 44811 states in part that “Any parent...whose conduct in a place where a school employee is required to be in the course of his or her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor.” Education Code section 44810 states in part that “(a) Every adult...including but not limited to any such...adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there willfully interferes with the discipline, good order, lawful conduct, or administration of any school, class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor.”

Pursuant to the above cited Education Code sections, as well as Penal Code sections 602.1 (b) (Intentional interference with a business establishment), and 415.5 (Offenses committed on school grounds), You may be given notice that, if your disruptive behavior continues, we will be forced to prohibit you from entering the Encina campus, except when invited for lawful educational matters concerning your child and/or to conduct lawful legitimate school-related business.

Any parent or visitor who is asked to leave the school must meet with the principal or designee before being allowed back on campus for any reason. Refusal to meet or continued violation of the Code of Conduct could result in permanent ejection/removal from the school for the remainder of the school year and/or a meeting with district officials.
MIDDLE SCHOOL/HIGH SCHOOL ATTENDANCE NOTIFICATION

For more information see pages 31-33 in the Parent Handbook

Positive attendance supports your student’s achievement. Every day a student misses school, he/she is at risk of falling behind academically. Not only is the missed day lost, the return day is spent catching up. Every day a student attends school is also a lesson in responsibility and commitment.

Chronic absenteeism is defined as missing 10 percent or more of the school year which is equivalent to 18 days out of a 180-day school year regardless of whether absences are excused or unexcused. Truancy refers to unexcused absences and connotes inappropriate student behavior.

Below are the District’s policies and procedures for providing notification of a student’s absences to the school. Please review and follow the reporting procedures. Please sign and return this document as directed by your student’s school.

1. REPORTING ABSENCES:
   ♦ Student safety will always remain our number one concern, so always notify the Attendance Office 24 hour line when your child will not be at school.

2. CLEARING ABSENCES:
   ♦ Parents must clear all absences within 5 school days.
   ♦ To clear your child’s absence call the automated attendance number. This line is available 24 hours a day. A Parent can also send a note with their child, or email the school.
   ♦ If you do not notify the school of your child’s absence the school will contact you to clear your child’s absence. You need to respond to the school’s request immediately in order to clear your child’s absence.
   ♦ If an absence is not cleared within 5 days it will be recorded as a cut.
   ♦ Verification of Illness:
     San Juan Unified School District allows each parent to excuse up to 10 days without verification of illness from a medical professional or school employee. Anytime your child has a doctor’s appointment and/or documentation requiring them to stay home from school, provide this verification immediately to the attendance office when your student returns to school. These absences will be recorded as verified and will not take away from the 10 day parent excused limit.

3. LEGALLY EXCUSED ABSENCES
   ♦ Illness
     ♦ The District allows 10 days (or the equivalent number of periods) of ‘all day’ illness without doctor’s verification. Absences after that will be recorded as unexcused. Thus whenever you have a doctor’s verification it should be submitted.
   ♦ Quarantine under the direction of a county
   ♦ Medical, dental, optometry, or chiropractic services rendered
   ♦ Attendance at funeral services for a member of immediate family (one day in state, three days out of state)
   ♦ Jury Duty in the manner provided by law.
   ♦ Pupil is a custodian of a child who is ill or has a medical appt during school.
   ♦ Religious holidays
   ♦ The following may be excused by the principal with advance approval:
     ♦ Court appearance
     ♦ Employment interview
     ♦ Religious retreats
     ♦ Family emergencies
     ♦ Additional days for funerals of immediate family members.

Revised 5/20/12
4. UNEXCUSED ABSENCES
   ◦ Missed the bus
   ◦ Out of town
   ◦ Family vacation
   ◦ Any illness other than the student's illness
   ◦ Accompany parent to a parent's appointment, etc.

5. INDEPENDENT STUDY
   If a child will be out of school for five or more days for an unexcused absence (including family vacations), parents need to contact the office at least two weeks in advance of the absence to inquire about an independent study contract. However, an independent study contract is a privilege, not a right.

6. CHRONIC ILLNESS
   If your student has a diagnosed chronic illness, you may receive a physician's authorization to excuse absences for your child. The form requires the treating physician to verify the diagnosis and list symptoms that would not necessitate an office visit, but require the student to remain home from school. With this authorization, the parent sends a note when the child returns to school listing one or more of the symptoms the physician has identified. These absences will be considered doctor verified (excused).

7. TARDY AND EARLY DISMISSAL PROCEDURES
   ◦ Students should arrive at school in a timely manner. See school site tardy policy.
     o Un-excused tardies over 30 minutes count toward truancy.
     o (Excused tardies - verified medical appointment, late SJUSD bus, SARB, or illness).
   ◦ Students leaving school during the day must acquire an early dismissal and obtain permission to leave campus.

8. TRUANCY
   ◦ State law defines a truant as a student who has an unexcused absence or is more than 30 minutes tardy three or more days in one school year or a combination of unexcused absences and over 30 minutes or more.
   ◦ Written notices of truancy and excessive absences are required by law. Parents will receive a letter if their child has been absent from school without a valid excuse three full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year or any combination thereof. A second truancy letter will be sent if the child has two additional unexcused absences. The parent will receive a third truancy letter if a child has one additional unexcused absence, and a parent conference will be required with the school administrator to discuss the child's absence and how the school can work with the family to ensure the child's success in school.

9. EXCESSIVE ABSENCE NOTIFICATIONS
   If a student has 5 days of unexcused absences that are not verified by a medical professional or school employee, the parent will receive a Child Welfare & Attendance letter reminding them they have 10 days of parent verified absences available in one school year. When 10 days of parent verified excused absences are recorded, the parent will receive a second Child Welfare & Attendance letter requiring them to provide doctor/dentist etc. verification of illness for any absence or tardy over 30 minutes. Thereafter when the student is too ill to attend school or had a medical appointment, absences without verification from a medical professional or school employee will be recorded as unexcused.

I have read these procedures and understand it is my responsibility to meet the attendance and notification requirements.

_________________________  ____________________
PARENT SIGNATURE          DATE

_________________________  ____________________
STUDENT NAME              GRADE/SCHOOL